



Manager- Create Position

USER GUIDE

As a Manager, you are able to Create Positions in Workday. This business process is designed to create a new position under your supervisory organization. Positions must be created before any requisition can be posted, or any worker can be hired.

CREATE POSITION

1. In the search bar, type in **Create Position**. Choose the Create Position Task.

Create Position

Task

2. The Supervisory Organization will prefill with your information. Click **OK**.
3. Fill in the information listed on the screen. Any fields with a red asterisk * are required.

Position Request Reason	<input type="text"/>
Job Posting Title	<input type="text"/>
Number of Positions	<input type="text" value="1"/>

Hiring Restrictions

Qualifications

Availability Date

Earliest Hire Date

Job Family

Job Profiles for Job Family (empty)

Job Profile

4. Once the fields are completed, click **Submit**.
5. This is routed to the Recruiter Partner for further review and approval.



Note: Further questions, please reach out to the Recruiter Partner at: Recruiter@co.marathon.wi.us